



Project Address: _____ **Date:** _____

In order to process and expedite your request for a Building Permit, please submit the applicable items listed below and include this Checklist in your submittal.

- ☐ Five (5) complete sets of drawings to include: (24" x 36" min. size)
 - ☐ Architectural
 - ☐ Structural
 - ☐ Electrical
 - ☐ Mechanical
 - ☐ Plumbing
 - ☐ Site Plan (include lighting)
 - ☐ Landscaping
- ☐ 2 sets of Structural Calculations
- ☐ 2 copies of soils reports
- ☐ 2 sets T-24 energy calculations
- ☐ Planning Commission/City Council Conditions of Approval
- ☐ Water/Sewer Questionnaire

Notes:

1. All drawings and calculations must be signed by design professionals as required by the California Business & Professions Code.
2. If one or more required items are not submitted, the application will be considered incomplete and will not be processed.
3. Building permits may only be issued to Building Owner or a Licensed Contractor. A Building Owner, who acts as General, and hires non-licensed help to do the work, must provide Worker's Compensation insurance. Proof of insurance is required prior to permit issuance.
4. Prior to permit issuance, a Certificate of Compliance must be presented from the Milpitas Unified School District. For school fee information, call 408-945-2304.

Signature:

I have read the above information and have submitted all the required information.

Print Name: _____ Telephone Number: _____

Signature: _____ Date: _____